## **Section 232 New Construction**

Firm Application Checklist

Firm Application Checklist Section 232 – New Construction Single Stage U.S. Department of Housing and Urban Development Office of Healthcare Programs OMB Approval No. 9999-9999 (exp. mm/dd/yyyy)

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Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation which must be submitted to HUD for approval, and is necessary to ensure that viable projects are developed and maintained. The Department will use this information to determine if properties meet HUD requirements with respect to development, operation and/or asset management, as well as ensuring the continued marketability of the properties. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Project Name:		
Project Number:		

## **SUBMISSION REQUIREMENTS:**

- Send one electronic (CD, flash drive, etc.) copy of all the documents identified in the table below to the
  assigned OHP staff member identified by HUD in Email Blast for receipt of the Firm Application submission.
- OHP will email you with the instructions for sending hard copies.

No.	Item	N/A	Incl.
Sect	ion 1: Underwriting		
1-1.	A. Check <sup>1</sup> – FHA Application Fee (0.3% of Mortgage Amount)		
	B. Check Transmittal Letter		
	C. Completed Firm Application Checklist		
	C.D. Certification for Electronic Submittal Document		
1-2.	Lender's Underwriting Narrative <sup>2</sup> (Submit electronic version as a pdf and as a word		
	<u>document)</u>		
1-3.	HUD Underwriting Forms (signed and dated by the Lender)		
	A. HUD-92264-HCF, Health Care Summary Appraisal Report		
	1. Operating Deficit Calculation – Submit a hard copy of the Lean IOD template (all 3		
	tabs). Electronic version of this submission should in a working Excel (or		
	equivalent) format.	_	
	2. Listing of Mortgagor's Other Fees		
	3. Listing of Contractor's Other Fees		
	B. HUD-92264-T, Rent Estimates for Low/Moderate Income Units (if applicable)		
	C.—HUD-92264-A, Supplement to Project Analysis		
	1. Criterion 11, Amount based on Deduction of Grant(s), Loan(s) and Gift(s) (if		
	<del>applicable)</del>		
	D.C. HUD 92438, Underwriting Summary Report		
1-4.	Firm Commitment (DRAFT) (Submit electronic version as a Word document)		
	(Note: "Exhibit A," "Exhibit B," etc. must be displayed at the top of each exhibit to the Firm		
	<u>Commitment</u> )		

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Revision Date. 1/2//2011	1 450
Previous versions obsolete	Page 1 of 2
form HUD-	904-OHP (mm/dd/yyyy

Section	<u>New Construction</u> <u>Single Stage:</u> Firm Application	ation Cl	necklist	
No.	Item	N/A	Incl.	
140.	A. Special Conditions, if Applicable			
	B. Exhibit A, Legal Description		H	
	C. Exhibit B, Index to Drawing and Specifications		H	
	C.D. Exhibit C, List of Major Movables		H	
l	HUD-92329, Property Insurance Schedule		Щ	
<del>1-5</del> .	- Property Insurance Schedule - Property Insurance Requirements	I		(
<del>1-6.</del> 1				Formatted Table
	A.—HUD-92447, Property Insurance Requirements			
	Update and Additional Property Insurance Requirements (Appendix 2, H 01-		Ш	
	03)Requirement			
	Lender's Consolidated Certification		Щ	
1-8. <u>1</u>	Contact List		Ш	
<u>1-8.</u>	Copies of any email guidance provided by HUD on this project before the submittal.			
<u>1-9.</u>	Waiver Requests (use form HUD-2, Request for Waiver of Housing Directive)			
Sect	tion 2: Third Party Reports⁴			
2-1.	Appraisal			
2-2.	Market Study (if not provided at Pre Application Stage)		4	Formatted Table
2-3.	Environmental (if not provided at Pre Application Stage or with Early Commencement Documents)			
	A. Phase I Environmental Report			
	B. Draft 4128 and additional reports as applicable			
	C. Phase II Environmental Report (if applicable)			
	D. Biological Assessment (if applicable)	ΙĦ	H	
	E. Other Specify (if applicable)	ΙH	H	
	F. Other Specify (if applicable)	H	H	
2.4	Architectural Analyst Report			
2-4.	A Inspection Report		$\vdash$	
	B. Seismic Analysis (if applicable)		$\vdash$	
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	C. Engineer & Specialty Reports (if applicable)	ш		
<u>2-5</u>	Construction Cost Analyst Report			
	tion 3: Mortgagor	T		
3-1.	Organizational Chart		Ш	
<u>3-2.</u>	Organizational Documents			
	Corporation Partnership LLC			
	A. Articles of Incorp. A. Partnership Agreem't A. Articles of Organiz'n		$\vdash$	
	B. Bylaws B. Cert. of Partnership B. Operating Agreement		$\vdash$	
	C. Authoriz'g Resolution C. Authoriz'g Resolution C. Authoriz'g Resolution		ш	
3-2. <u>3</u>	- 2530/APPS:		•	Formatted Table
	A. Paper 2530:			
	1. Completed Paper HUD-2530 (with documentation for signature authority to			
	sign for the entity & if applicable, with documentation for signature authority to			
	sign for other principals with same participation)			
	2. Evidence of registration in HUD's Business Partners Registration System –		Ш	
	required for all applicable participants.			
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)			
	<u>OR</u>			
	B. APPS Submittal: APPS Certification (with documentation for signature authority to			
	sign for the entity & if applicable, with documentation for signature authority to sign			

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 2 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

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\_\_New Construction\_\_\_\_\_\_\_<u>- Single Stage:</u> Firm Application Checklist

No.	Item	N/A	Incl.	
	for other principals with same participation) Organizational Documents			
	A. Corporate		⊭	
	1. Articles of Incorporation		$\forall$	
	2. Bylaws		Ħ	
	3. Authorizing Resolutions		Ħ	
	B. Partnership		Ħ	
	1. Partnership Agreement		Ħ	
	2. Certificate of Partnership			
	3. Authorizing Resolutions			
	C. Limited Liability Company			
	1. Articles of Organization			
	2. Operating Agreement			
	Authorizing Resolutions			
3-3.3-	Mortgagor's Consolidated Certification Nonprofit Mortgagor <sup>5</sup>			
	A. HUD 3433, Eligibility as a Nonprofit			
	Detailed explanation of motivations for project			
3-4.	APPS Certification			
<del>3-5</del> .	Mortgagor's Consolidated Certification			
<del>3-6.</del> 3-	Credit Report			
3-7.3-	Financial Statements – Year-to-Date <sup>6</sup>		4-	Formatted Table
	A. Balance Sheet			
	Aging of Accounts Receivable		Ш	
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets		$\sqcup$	
	4. Schedule of Marketable Securities	ᅵ닏	$\vdash$	
	5. Schedule of Accounts Payable	ᅵ님	님	
	6. Schedule of Notes and Mortgages Payable		H	
	7. Schedule of Legal Proceedings B. Financial Statement Certification	Ш	H	
Sect	ion 4: Principal of Mortgagor (complete for each principal) List Principal Here			
4-1.	Organizational Chart (if applicable)			
4-2.	Organizational Documents (if applicable)			Formatted Table
4-2.	A. Corporate			Tormatted Table
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	B. Partnership			
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	B. Bylaws  B. Cert. of Partnership  B. Operating Agreement  B. Operating Agreement			

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 3 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

Page 4 of 21 Previous versions obsolete form HUD-9XXXXOHP (mm/dd/yyyy)

4-9. Financial Statements - FY 20XX <sup>10</sup> A. Balance Sheet 1. Aging of Accounts Receivable 2. Aging of Notes Receivable 3. Schedule of Marketable Securities 5. Schedule of Marketable Securities 6. Schedule of Notes and Mortgages Payable 7. Schedule of Statement C. Financial Statement Certification 4-10. Financial Statement Certification C. Financial Statement Certification C. Financial Statement Certification C. Schedule of Notes Receivable 3. Schedule of Pledged Assets 4. Schedule of Pledged Assets A. Schedule of Marketable Securities 5. Schedule of Pledged Assets 4. Schedule of Marketable Securities 5. Schedule of Marketable Securities 6. Schedule of Marketable Securities 7. Schedule of Marketable Securities 8. Income and Expense Statement C. Financial Statement Certification  4-11. Personal Financial Statements (HUD 92417) (To be completed by individuals)  5-2. Organizational Chart 5-2. Organizational Documents Corporation A. Articles of Incorp. A. Partnership B. Operating Agreement C. Authoriz's Resolution C. Section Statement Reprincipals with same participation) C. Evidence of registration in HUD's Business Partners Registration System required for all applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for the entity & if applicable, with documentation for sig	No.	Item	N/A	Incl.
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A. Articles of Incorp. B. Bylaws C. Authoriz'g Resolution  5-3. A. Resume/Evidence that individual or entity is qualified B. Schedule of Facilities Owned, Operated or Managed  5-4. 2530/APPS:  1. Completed Paper HUD-2530 (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for all applicable participants. (http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)  OR  B. A. Articles of Organiz'n B. Operating Agreement C. Authoriz'g Resolution  C. Authoriz's Resolution  C. Authoriz'	<u>J-Z.</u>			
B. Bylaws C. Authoriz'g Resolution C. Authoriz'g Resolution C. Authoriz'g Resolution  5-3.  A. Resume/Evidence that individual or entity is qualified B. Schedule of Facilities Owned, Operated or Managed  5-4.  2530/APPS: <sup>10</sup> A. Paper 2530:  1. Completed Paper HUD-2530 (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation) 2. Evidence of registration in HUD's Business Partners Registration System—required for all applicable participants. (http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)  OR  B. APPS Submittal: APPS Certification (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation)				
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5-3. A. Resume/Evidence that individual or entity is qualified B. Schedule of Facilities Owned, Operated or Managed  5-4. 2530/APPS: <sup>10</sup> A. Paper 2530:  1. Completed Paper HUD-2530 (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation) 2. Evidence of registration in HUD's Business Partners Registration System—required for all applicable participants. (http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)  OR  B. APPS Submittal: APPS Certification (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation)				l H
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5-4. 2530/APPS: 10 A. Paper 2530:  1. Completed Paper HUD-2530 (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation) 2. Evidence of registration in HUD's Business Partners Registration System – required for all applicable participants. (http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)  OR B. APPS Submittal: APPS Certification (with documentation for signature authority to sign for the entity & if applicable, with documentation for signature authority to sign for other principals with same participation)	<u>5-5.</u>			$\vdash$
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for other principals with same participation)				
5-5 Operator's Consolidated Certification				
	5-5.	Operator's Consolidated Certification		

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 5 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.
<b>5-6</b> .	Credit Report		
	A. Operator (Lessee)		
	B. Sampling of Operator's Other Business Concerns		$\Box$
	C. Senior officers of the operator	П	
	D. Any stockholder with a 25 percent or more interest in the operator		
<b>5-7.</b>	Financial Statements – Year-to-Date <sup>5</sup>		
	A. Balance Sheet		
	1. Aging of Accounts Receivable		
	2. Aging of Notes Receivable		
	3. Schedule of Pledged Assets		
	4. Schedule of Marketable Securities		
	5. Schedule of Accounts Payable		
	6. Schedule of Notes and Mortgages Payable	Ш	
	7. Schedule of Legal Proceedings	Ш	
	B. Income and Expense Statement		
	C. Financial Statement Certification		Ш
5-8.	Financial Statements – FY 20XX <sup>11</sup>		
	A. Balance Sheet		
	8. Aging of Accounts Receivable		
	9. Aging of Notes Receivable		
	10. Schedule of Pledged Assets		
	11. Schedule of Marketable Securities		
	12. Schedule of Accounts Payable		
	13. Schedule of Notes and Mortgages Payable	L∐	
	14. Schedule of Legal Proceedings	Ш	
	B. Income and Expense Statement		I ∐
	C. Financial Statement Certification		Ш
<u>5-9.</u>	Financial Statements – FY 20XX 10	Ш	
	A. Balance Sheet		IН
	1. Aging of Accounts Receivable	$\vdash$	l⊢
	2. Aging of Notes Receivable	$\vdash$	$\vdash \vdash$
	3. Schedule of Pledged Assets	H	$\vdash$
	4. Schedule of Marketable Securities	$\vdash$	l⊨
	5. Schedule of Accounts Payable	H	$\vdash$
	6. Schedule of Notes and Mortgages Payable	H	H
	7. Schedule of Legal Proceedings	ш	H
	B. Income and Expense Statement		$\vdash$
	C. Financial Statement Certification Financial Statements – FY 20XX 10		
<u>5-10.</u>		ш	
	A. Balance Sheet		IН
	1. Aging of Accounts Receivable	H	$\vdash$
	Aging of Notes Receivable     Schedule of Pledged Assets	$\vdash$	$\vdash \vdash$
	Schedule of Pledged Assets     Schedule of Marketable Securities		l <del>   </del>
	Schedule of Marketable Securities     Schedule of Accounts Payable		
	6. Schedule of Notes and Mortgages Payable	$\mid \exists \mid$	ᅵ片
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	B. Income and Expense Statement		₩
1	D. HICOHE AND EXPENSE STATEMENT		

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 6 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

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<u> </u>	C. Financial Statement Certification			
<u>5-11.</u>		$\parallel$	$\vdash \vdash$	
	B. Memorandum of Lease	1 H	H	
	C. Subordination, Non-Disturbance & Attornment Agreement (SNDA) (if applicable		ш	
	for non-related owner and operator)			
_	D. Estoppel Certification		ш	
Sect	ion 6: Parent of Operator			
6-1.	Organizational Chart		Ш	
6-2.	Organizational Documents		4	Formatted Table
	A. Corporate	$\Box$		
	1. Articles of Incorporation		ᅵ닏	
	2. Bylaws		$\parallel$	
	3. Authorizing Resolutions			
	B. Partnership		吕	
	1. Partnership Agreement			
	2. Certificate of Partnership			
	3. Authorizing Resolutions		ΙĦ	
	C. Limited Liability Company		ΙĦ	
	1. Articles of Organization			
	2. Operating Agreement			
	Authorizing Resolutions Partnership LLC			
	Corporation			
	A. Articles of Incorp.  A. Partnership Agreem't  A. Articles of Organiz'n			
	B. Bylaws B. Cert. of Partnership B. Operating Agreement C. A. david and Partnership C. A. david and Partnership			
	C. Authoriz'g Resolution C. Authoriz'g Resolution C. Authoriz'g Resolution	1		
<del>5-1.</del>	A. Resume			
	B. Schedule of Facilities Owned, Operated or Managed  APPS Certification		+ $=$	
<del>5-2</del> .	APPS Certification		+#-	
<del>5-3</del> .	Operator's Consolidated Certification		+#	
<del>5-4</del> .	Credit Report		$\parallel$	
	A. Operator (Lessee)		1 🛱	
	B. Sampling of Operator's Other Business Concerns	┦₽		
6-3.	Financial Statements - Year to Date <sup>5</sup>			Formatted Table
	A. Balance Sheet			
	1. Aging of Accounts Receivable	1 <del> </del>		
	2. Aging of Notes Receivable			
	A. Resume/Evidence that individual or entity is qualified			
	3.—Schedule of <del>Pledged Assets</del>			
	4. Schedule of Marketable Securities		日日	
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable		lΗ	
	7. Schedule of Legal Proceedings			
	B. Income and Expense Statement			
	A.B. Financial Statement Certification Facilities Owned, Operated or Managed			
6-4.	Financial Statements FY 2007 <sup>12</sup>			
	A. Balance Sheet			

New Construction—\_\_\_\_\_\_\_\_\_Firm Application Checklist

Section 232

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 7 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.
	1. Aging of Accounts Receivable		
	2. Aging of Notes Receivable		
	3. Schedule of Pledged Assets		
	4. Schedule of Marketable Securities		
	5.—Schedule of Accounts Payable	1 😾	l <del> </del>
	6. Schedule of Notes and Mortgages Payable		l <del>  </del>
	7. Schedule of Legal Proceedings		l Ħ
	B. Income and Expense Statement		<del>     </del>
	2530's/APPS Not Applicable to Parent of Operator Financial Statement Certification		
6-5.	Financial Statements FY 2006 <sup>7</sup>		
	A. Parent Balance Sheet		
	1. Aging of Accounts Receivable		
	2. Aging of Notes Receivable		
	3. Schedule of Pledged Assets		
	4. Schedule of Marketable Securities	$\Box$	
	5. Schedule of Accounts Payable		
	6. Schedule of Notes and Mortgages Payable		⊟
	7. Schedule of Legal Proceedings	₩	l <del>∐</del>
	B. Income and Expense Statement		
	Financial Statement Operator's Consolidated Certification		
6-6.	Financial Statements FY 2005 <sup>7</sup>		
0-0.	A. Balance Sheet		
	AgingCredit Report		
	A. Parent of Accounts Receivable Operator	日日	
	1. Aging Sampling of Notes Receivable		
	2. Schedule Parent of Pledged Assets		
	3. Schedule of Marketable Securities	1声	
	4. Schedule of Accounts Payable		₩
	5. Schedule of Notes and Mortgages Payable		H
	6. Schedule of Legal Proceedings		
	B. Income and Expense Statement		
	B. Financial Statement Certification Operator's Other Business Concerns		
<del>5-5.</del>	Operating Lease		
	tion 6: Parent of Operator		
	Organizational Chart		<b>₩</b>
<del>6-8.</del>	Organizational Documents		
	A. Corporate		1 🛱
	1. Articles of Incorporation		1 🛱
	2. Bylaws		1 🛱
	3. Authorizing-Resolutions	_	
	B. Partnership		
	1. Partnership Agreement		1#
	2. Certificate of Partnership		
	3. Authorizing Resolutions		1 🗏
	C. Limited Liability Company		
	1. Articles of Organization		

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 8 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

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	2. Operating Agreement			
	3. Authorizing Resolutions			
6-9.	8. Resume		ПП	
(	C. Schedule of Facilities Owned, Operated or Managed		昌	
6-10. T	Chis Item Intentionally Omitted	$\Box$		
6-11. F	Parent of Operator's Consolidated Certification		П	
6-12.	Credit Report			
	C. Parent of Operator			
	D. Sampling of Parent of Operator's Other Business Concerns			
	Financial Statements – Year-to-Date <sup>5</sup>		4	Formatted Table
_	A. Balance Sheet		П	
	Aging of Accounts Receivable		П	
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings			
E	B. Income and Expense Statement		Ц	
	C. Financial Statement Certification		Ш	
6-14.6 F	inancial Statements – FY 2007 <sup>2</sup> 20XX 10			
$\Box$ $A$	A. Balance Sheet	_		
	Aging of Accounts Receivable			
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5. Schedule of Accounts Payable		$\blacksquare$	
	6. Schedule of Notes and Mortgages Payable	Ħ		
	7. Schedule of Legal Proceedings	₩	$\vdash$	
E	Income and Expense Statement		Ш	
	C. Financial Statement Certification			
	Financial Statements – FY $\frac{2006}{7}20XX^{10}$	П		
_	A. Balance Sheet	_		
	Aging of Accounts Receivable		П	
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5.—Schedule of Accounts Payable			
	6.—Schedule of Notes and Mortgages Pavable	$\exists$		
	7. Schedule of Legal Proceedings	$\vdash$	$\vdash$	
E	Income and Expense Statement		Ш	
	C. Financial Statement Certification			

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 9 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

Sectio	<u>n 232</u> New Construction <u>— Single Stage:</u> Firm Applica	ation Cl	necklist	
No.	ltem	N/A	Incl.	
	Financial Statements – FY $\frac{2005}{20XX}$	IN/A	IIICI.	
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	A. Balance Sheet		ᅵ닏	
	Aging of Accounts Receivable	$\parallel$		
	2. Aging of Notes Receivable	ᅵ닏		
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities	Щ	ш	
	5. Schedule of Accounts Payable		₩	
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings	<del>     </del>	⊢₩	
	B. Income and Expense Statement			
	C. Financial Statement Certification			
Soct	ion 7: Management Agent <sup>13</sup>			
7-1.	Organizational Chart (if applicable – per footnote to this entire section)	Ш	Ш	
7-2.	Organizational Documents (if applicable per footnote to this entire section)		-	Formatted Table
	A. Corporate			
	1.—Articles of Incorporation			
	2. Bylaws			
	3. Authorizing Resolutions			
	B. Partnership			
	1. Partnership Agreement			
	2. Certificate of Partnership			
	3. Authorizing Resolutions			
	C. Limited Liability Company			
	C. Limited Liability Company			
	1. Articles of Organization		-	
	2. Operating Agreement		-	
	Authorizing Resolutions Partnership LLC			
	Corporation			
	A. Articles of Incorp.  A. Partnership Agreem't  A. Articles of Organiz'n			
	B. Bylaws B. Cert. of Partnership B. Operating Agreement			
	C. Authoriz'g Resolution C. Authoriz'g Resolution C. Authoriz'g Resolution			
7-3.	HUD Management Forms			
	A. HUD-9832, Management Entity Profile			
	B. Certifications			
	1. HUD 9839 A, Project Owner's Certification for Owner Managed Projects		$\Box$	
	2. HUD 9839 B, Project Owner's/Management Agent's Certification for Identity of			
	Interest or Independent Management Agents		_	
	Interest or Independent Management Agents HUD 9839 C, Project Owner's/Borrower's Certification for Elderly Housing Projects Managed			
	by Administrators Form (HUD-9839) (if applicable – per footnote to this entire section)			
- 4				
7-4.	Management Agreement			
7-5.	A. Resume			Formatted Table
	A. Resume / Evidence that individual or entity is qualified			
l	B. Schedule of Facilities Owned, Operated or Managed			
7-6.	APPS Certification 2530/APPS: 9			
	A. Paper 2530:			
	1. Completed Paper HUD-2530 (with documentation for signature authority to sign	Ш	Ш	
	for the entity & if applicable, with documentation for signature authority to sign for			
	other principals with same participation)			

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 10 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

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	required for all applicable participants.	ш		
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)			
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	B. APPS Submittal: APPS Certification (with documentation for signature authority to sign for	Ш		
	the entity & if applicable, with documentation for signature authority to sign for other		Ш	
	principals with same participation)			
7-7.	Management Agent's Consolidated Certification <sup>14</sup>		Щ	
7-8.	Credit Report			
Sect	ion 8: <del>Contractor</del> <u>Real Estate</u>		-	Formatted Table
<del>8-1.</del>	This Item Intentionally Omitted			
<del>8-2.</del>	This Item Intentionally Omitted	$\Box$		
8-1	A. ResumeIf Land is to be purchased:		-	Formatted Table
	Purchase and Sale Agreement for Land			
	2. Amendments or AIA A305, Contractor's Qualification Extension Agreements to			
	Purchase and Sale Agreement			
	B. Last Arm's Length Certification			
	a. Purchase contract or Settlement Statement			
<u>8-2</u>	APPS CertificationLicenses			
	A. Certificate of Need (if applicable)	<del>     </del>	$\vdash$	
	B. Faciltiy License, copy of application <sup>15</sup>	I⊢	$\vdash$	
	A.C. Operator (Lessee) or Management Agent (if applicable)	Щ	ΙЩ	
<del>8-3.</del>	Contractor's Consolidated Certification			
<u>8-3</u>	<u>Title</u>			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report A. Contractor			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report A. Contractor			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause			Formatted Table
8-3	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement			Formatted Table
8-3	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause	]		Formatted Table
8-3	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause  4. ALTA Location of Contractor's Improvements Endorsement			Formatted Table
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<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause  4. ALTA Location of Contractor's-Improvements Endorsement  5. Access and Entry (ALTA 17-06)  6. Arbitration Clause deleted			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause  4. ALTA Location of Contractor's-Improvements Endorsement  5. Access and Entry (ALTA 17-06)  6. Arbitration Clause deleted  7. Zoning (ALTA 3.0-06 or equivalent)  8. Encroachments  9. Tax Parcel (ALTA 18-06 or equivalent)			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy 1. ALTA Form Environmental Endorsement 2. ALTA Form Comprehensive Endorsement 3. ALTA Form Endorsement deleting Arbitration Clause 4. ALTA Location of Contractor's Improvements Endorsement 5. Access and Entry (ALTA 17-06) 6. Arbitration Clause deleted 7. Zoning (ALTA 3.0-06 or equivalent) 8. Encroachments			Formatted Table
<u>8-3</u>	A. Preliminary Title Credit Report  A. Contractor  B. Sampling Pro Forma – 2006 ALTA Title Insurance Policy  1. ALTA Form Environmental Endorsement  2. ALTA Form Comprehensive Endorsement  3. ALTA Form Endorsement deleting Arbitration Clause  4. ALTA Location of Contractor's-Improvements Endorsement  5. Access and Entry (ALTA 17-06)  6. Arbitration Clause deleted  7. Zoning (ALTA 3.0-06 or equivalent)  8. Encroachments  9. Tax Parcel (ALTA 18-06 or equivalent)			Formatted Table
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Section 232

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 11 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

Section 22	2

No.	Item	N/A	Incl.
	C. Telephone		
	D. Cable Television		
	E. Water and Sewer Service		
	F. Garbage Collection		
	G. Storm Sewer		
8-7	Commercial Space Leases (if applicable)		
8-8	Land Lease (Ground Lease) including HUD requirements/provisions outlined in FHA		
	Form 2070 (if applicable)		
8-9	Real Estate Tax Abatement/Exemption (if applicable)		
0.0	A. Evidence of abatement or exemption	-	
	B. Form FHA-1708, Agreement for Payment of Real Property Taxes		
<u>8-10</u>	Floodplain <sup>16</sup>	П	_
<u>- 10</u>	A. Evidence of participation in an early warning system	_	
	B. Emergency evacuation and relocation plan		
	C. Identification of evacuation route(s) out of the 500-year floodplain		
	D. Identification marks of past or estimated flood levels on all structures		
	E. Evidence that current or prospective tenants have been or will be informed of the flood		
	hazard.		
	F. Conditional Letter of Map Revision (CLOMR) from FEMA that will remove the property	П	
	from the FEMA-designated 100 year floodplain when the conditions are met.		_
	G. A narrative discussing the following matters:		
	Reasons why the proposal must be located in a floodplain.		_
	Alternative sites: Identify all practicable alternative sites outside the floodplain that		
	were considered within the local housing market area, the local public utility service		
	area, or whichever geographic area is more appropriate. The actual sites must be		
	identified and the reasons for the non-selection of those sites as practicable alternatives		
	must be described.		
	<ul> <li>All mitigation measures to be taken to minimize adverse impacts and to restore and</li> </ul>		
	preserve natural and beneficial values.		
8-11	State Historic Preservation Office letter/requirements		
8-12	Easements and Maintenance Agreements		
	A. Existing		
	B. Proposed		
Sect	tion 9: Operations		
9-1	Budgets: (each including census mix and occupancy assumptions)		
<del></del>	A. Stabilized Operating budget (12-months)		
	B. Initial Lease-Up budget (monthly, initial occupancy to stabilized occupancy)		
9-2	Staffing schedule (including job titles, salaries, and full time equivalents (FTE))		Ħ
9-3	Reimbursement		
-	A. Application for Medicare Provider Agreement		
	B. Application for Medicaid Provider Agreement	Ħ	
9-4	HUD-935.2A, Affirmative Fair Housing Marketing Plan		
	tion 10: Professional Liability Insurance (PLI) <sup>17</sup>		
	Information on the PLI provider:		
10-1.			
	A. Copy of each insurance carrier's license – showing the name of insurance carrier	$\vdash$	
1	B. Evidence of insurance company(s) rating ( <i>Print-out from AM Best Rating or other</i> )		1 I I

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 12 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.
10-2.	Limits of coverage and list of facilities (including bed counts) included under this		
	coverage.		
10-3.	State licensing surveys shall be transmitted as part of the application for the last three		
	years of all individual facilities of the operator if the operator has less than five facilities		
	to determine the quality of care provided by the operator. If the operator has five or		
	more facilities, complete copies of state licensing surveys for all facilities with serious		
	unresolved deficiencies (deficiencies where there is actual harm to residents commonly		
	referred to as "G" or higher level deficiencies) shall be transmitted if this deficiency has		
	not been removed within a one month period. If any facility has recent (within the last		
	2 years) resolved "G" or higher citations/deficiencies, submit the inspection report.		
	Please provide a narrative discussion regarding the topic, the risk and how it will be		
	mitigated.		
10-4.	The operator or its parent operator must submit a six-year loss history of professional		
	liability claims filed against it for all facilities controlled by the operator or parent		
	operator. The six-year loss history should be provided in annual summary form		
	(prepared by the insurance company or third-party administrator) and should:		
	<ul> <li>Provide a current inventory of all paid or settled claims;</li> </ul>		
	Break out the expected cost of claims in a year by year summary. In separate line		
	items, list the amount of the actual and/or anticipated awards, claims expenses,		
	and any funds reserved for estimated claims;		
	List total actual or estimated claims costs for compensatory damages, medical		
	expenses, punitive damages and legal expenses incurred processing the claim;		
	Identify potential or expected professional liability claims in excess of \$10,000		
	that have been or may be filed for all periods within the statute of limitations for		
	the State where the claim occurred;		
	• Include a brief discussion or chart that provides the timeframe for the statutes of		
	limitations for filing claims of negligence, injuries, wrongful death, and/or		
	improper care based-the law in the states where the parent operator's facilities are		
	located.		
	• Include a certification from the parent operator (operator – if no parent) as to the		
	accuracy of this documentation. The certification must be signed, and dated by a		
	senior officer of the parent operator (operator – if no parent), and include the		
	following statement:		
	ionowing statement.		
	"HUD will prosecute false claims and statements. Convictions may result in		
	criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,		
	3802)"		
10-5.	Evidence of current PLI cost		П
	Actuarial study, most recent (if applicable)		
	Note: This information is considered proprietary and is exempt from Freedom of	_	_
	Information Act requests.		
Sect	ion 11: Additional Funding Sources		
<u>11-1</u>	Grants and/or Loan		
	<ul> <li>Commitment letter (specifying amount, intended use, conditions)</li> </ul>		

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 13 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

Section	

No.	Item	N/A	Incl.	
11-2	Bond Financing			٦
	Itemized costs of issuance, discounts and financing fees to be paid out of pocket by	_		
	mortgagor and explanation regarding the necessity of each cost.			
11-3	Tax Credits			ī
	A. Letter of commitment from tax credit syndicator or investor (specifying equity amount and			
	pay-in schedule)			
	B. Acknowledgment/Release (Addendum 9 of HUD Notice H 95-4)			
	C. Reservation, executed copy			
	D. Source and Use Statement (Addendum 4 of HUD Notice H 95-4)			
	E. HUD-2880, Applicant/Recipient Disclosure/Update Report			
_	F. Bridge Loan agreements	Щ		
<u>Sect</u>	on 12: Accounts Receivable Financing Documents			
<u>12-1</u>	Revolving Loan Note			
12-2	AR Loan Agreement and All Amendments			
12-3	Lessee Security Agreement with FHA Lender			
12-4	UCC-1 Filings and UCC Searches (all)			
12-5	Guarantees (if applicable)	Ħ	Ħ	П
12-6	Cash Flow Chart			П
12-7	Intercreditor Agreement (ICA) between A/R Lender and FHA Lender			H
12-8	HUD Rider to Intercreditor Agreement	Ħ	Ħ	_
12-9	AR Lender Lock-box Agreement or equivalent control agreement		-	Н
			H	H
12-10		H	H	H
12-11	Security Agreement with AR Lender and Amendments			L
	on 13: Contractor		ı	
<u>13-1</u>	This Item Intentionally Omitted	Щ		_
<u>13-2</u>	This Item Intentionally Omitted	Ш		
<u>13-3</u>	Resume or AIA A305, Contractor's Qualification Statement		Ш	
<u>13-4</u>	<u>2530/APPS:</u>			
	A. Paper 2530:			
	1. Completed Paper HUD-2530 (with documentation for signature authority to			
	sign for the entity & if applicable, with documentation for signature authority			
	to sign for other principals with same participation)			
	2. Evidence of registration in HUD's Business Partners Registration System –			
	required for all applicable participants.			
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)			
	OR			
	B. APPS Submittal: APPS Certification (with documentation for signature authority			
	to sign for the entity & if applicable, with documentation for signature authority to			
	sign for other principals with same participation)			
13-5	Contractor's Consolidated Certification			
13-6	Credit Report		Ħ	=
13-0	A. Contractor			
	B. Sampling of Contractor's Other Business Concerns			
13-7	Financial Statements – Year-to-Date <sup>5</sup>		_	_
13-1	A. Balance Sheet			
	1 Aging of Accounts Receivable			

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 14 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.	
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings			
	8. SCHEDULE OF WORK IN PROGRESS			
	B. Income and Expense Statement			
	C. Financial Statement Certification			
13-8	Financial Statements – FY 2007 <sup>7</sup> 20XX <sup>10</sup>			
13-0	A. Balance Sheet	ш		
			님	
	Aging of Accounts Receivable     Aging of Notes Requireble	H	ㅂ님ㅣ	
	2. Aging of Notes Receivable	H	片비	
	Schedule of Pledged Assets     Schedule of Marketable Securities	H	ㅂ님ㅣ	
	Schedule of Marketable Securities     Schedule of Accounts Payable	H	出	
		H	片비	
	6. Schedule of Notes and Mortgages Payable	H	片비	
	7. Schedule of Legal Proceedings	ш	片비	
	B. Income and Expense Statement		片비	
	C. Financial Statement Certification			
<u>13-9</u>	Financial Statements – FY $\frac{2006}{20XX}^{10}$	Ш		
	A. Balance Sheet			
	Aging of Accounts Receivable			
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities	Ш		
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable	Ш		
	7. Schedule of Legal Proceedings	Ш		
	B. Income and Expense Statement			
	C. Financial Statement Certification			
13-10	Financial Statements – FY $\frac{2005}{20XX}$ 10	П		
10 10	A. Balance Sheet	Ш		
	Aging of Accounts Receivable		ᆸ	
	2. Aging of Notes Receivable	Ħ	H	
	3. Schedule of Pledged Assets	H	H	
	Schedule of Marketable Securities	H	H	
	5. Schedule of Accounts Payable	lН		
	Schedule of Accounts Layable     Schedule of Notes and Mortgages Payable	Ħ		
	B. Schedule of Legal Proceedings			
	C. Income and Expense Statement			
	D. Financial Statement Certification			
Secti	on 914: Construction and Architectural Documents			
14-1	Plans 19 (to include separate plans for Offsite Construction)			Formatted Table
17.	(to menute separate plans for Offsite Constitution)			. Jilutted Tubic

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 15 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

No.		1	
	Item	N/A	Incl.
9-1.	Specifications 10		+
<del>9-2.</del>	State Licensing Approval of Plans <sup>20</sup>		1#
<del>9-3.</del>	Soils Report and Foundation Analysis		Щ
9-4.	HUD-2328, Contractor's and/or Mortgagor's Cost Breakdown		$\blacksquare$
<del>9-5</del> .	Major Moveable Equipment Schedule and Budget		
<del>9-6.</del>	Construction Progress Schedule per AIA A201 <sup>21</sup>		
9-7.	Early Commencement Documents (if applicable)		
14-2	A. Full Specifications <sup>17</sup>		+
	B. Division I of the Specifications (which includes the wage decision and HUD-2554,	$\Box$	
	Supplementary Conditions all in one document) Assurance of Completion <sup>22</sup>		
	Commitment Letter from Surety or		
	Commitment Letter from Bank for Letter of Credit		
14-3	State Licensing Approval of Plans <sup>23</sup> Owner Architect Agreement on AIA Form B181 and		
140	Amendments		
	A. Design and Supervisory Architect		П
	B. Design architect only		Ħ
	C. Supervisory Architect only		
	Other(s)		
9-8.	Information regarding offsite storage of approved building materials, if applicable <sup>24</sup>	Т	
		1-	
<del>9-9.</del>	Design Architect Certification		
Sect	ion 10: Real Estate		
<u>14-4</u>	A.—If Land is to be purchased		-
	2. Purchase Soils Report and Sale Agreement for Land		
	3.—Amendments or Extension Agreements to Purchase and Sale Agreement		∄
	B. Last Arm's Length Certification	$\Box$	
	B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement		
	B. Last Arm's Length Certification		
14-5	B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement C. Intergovernmental Review, SF 424 <sup>25</sup> Foundation Analysis Licenses		
14-5	B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement C. Intergovernmental Review, SF 424 <sup>25</sup> Foundation Analysis Licenses B. Certificate of Need (if applicable)		
14-5	B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement C. Intergovernmental Review, SF 424 <sup>28</sup> Foundation Analysis Licenses B. Certificate of Need (if applicable) C. Facility License, copy of application <sup>26</sup>		
14-5	B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement C. Intergovernmental Review, SF 424 <sup>25</sup> Foundation Analysis  Licenses B. Certificate of Need (if applicable) C. Facility License, copy of application <sup>26</sup> Operator (Lessee) or Management Agent (if applicable) HUD-2328, Contractor's and/or		
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Revision Date: 2/2/2009 Page
Previous versions obsolete Page 16 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

Section 232

Section 232	New Construction———	- Single Stage:	Firm Application Checklis
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No.	Item	N/A	Incl.	
14-8	Assurance of Completion <sup>28</sup>			
	Commitment Letter from Surety or			
	Commitment Letter from Bank for Letter of Credit Municipal services and other utility			
	accurance letters			
	A. Electricity			
	B.A. Natural Gas		$\Box$	
	C.A. Telephone			
	D.A. Cable Television		$\vdash$	
	E.A. Water and Sewer Service			
	F.A. Garbage Collection			
	• Storm Sower			
<del>10-2.</del>	Commercial Space Leases (if applicable)			
	Land Lease (Ground Lease) (if applicable)			
	Real Estate Tax Abatement/Exemption (if applicable)			
.0 5.	A. Evidence of abatement or exemption			
	B. Form FHA 1708, Agreement for Payment of Real Property Taxes			
14-9	Owner-Architect Agreement on AIA Form B181 and Amendments	[	, <u> </u>	Formatted Table
	Design Floodplain 29 (if not provided at Pre-Application Stage)			
	A. Evidence of participation in an early warning system			
	B.A. Emergency evacuation and relocation plan			
	C.A. Identification of evacuation route(s) out of the 500-year floodplain			
	D.A. Identification marks of past or estimated flood levels on all structures			
	E.A. Evidence that current or prospective tenants have been or will be informed of the			
	<del>flood hazard.</del>		$\Box$	
	F. Conditional Letter of Map Revisions (CLOMR) from FEMA that will remove the			
	property from the FEMA designated 100 year floodplain when the conditions are met.			
	G. A narrative discussing the following matters:			
	(i) The reasons as to why the proposal must be located in the floodplain;		$\Box$	
	D-A. alternative sites <sup>30</sup> ; and, Supervisory Architect		$\blacksquare$	
	B. all mitigation measures to be taken to minimize adverse impacts and to restore and			
	preserve natural and beneficial values. Design architect only			
	C. Supervisory Architect only			
<u> </u>	E.D. Other(s)			
<del>10-10</del> .	State Historic Preservation Office letter/requirements (if not provided at Pre-Application Stage)			
<u>14-10</u>	<u>Information regarding offsite storage of approved building materials, if applicable <sup>31</sup> Easements</u>		+	Formatted Table
	and Maintenance Agreements		₽	
	A. Existing			
	Proposed			
	on 11: Operations			
<del>11-1.</del>	Budgets: (each including census mix and occupancy assumptions)			
	A. Stabilized Operating budget (12 months)			
	B. Initial Lease Up budget (monthly, initial occupancy to stabilized occupancy)			
<del>11-2.</del>	Staffing schedule (including job titles, salaries, and full time equivalents (FTE))	<u> </u>		
14-11	Design Architect Certification Reimbursement		-	Formatted Table
1	A. Application for Medicare Provider Agreement			
	B. Application for Medicaid Provider Agreement			
<del>11-3.</del>	HUD 935.2A, Affirmative Fair Housing Marketing Plan			
<del>11-4.</del>	Additional Facility Information <sup>32</sup>			
ъ	D 0/2/2000			

No.	Item	N/A	Incl.
Sect	ion 12: Professional Liability Insurance (PLI) <sup>33</sup>		
<del>12-1.</del>	Schedule of Facilities Covered by PLI Policy.		
<del>12-2.</del>	State licensing inspection reports, most recent, for all facilities identified on insured's Schedule		
	of Facilities Owned, Operated or Managed.		
<del>12-3</del> .	Loss history (N/A if subject will be the only facility on the policy)		$\blacksquare$
<del>12-4.</del>	Potential claims certification (N/A if subject will be the only facility on the policy)		$\Box$
<del>12-5</del> .	This item intentionally omitted		
<del>12-6.</del>	Evidence of anticipated PLI cost		
<del>12-7.</del>	Evidence of Proposed Insurer's Rating		
<del>12-8</del> .	Actuarial study, most recent <sup>34</sup> (if applicable)		
Sect	ion 13: Additional Funding Sources		
<del>13-1</del> .	Grants and/or Loan		
	Commitment letter (specifying amount, intended use, conditions)		
<del>13-2.</del>	Bond Financing		
	<ul> <li>Itemized costs of issuance, discounts and financing fees to be paid out of pocket by</li> </ul>		
	mortgagor and explanation regarding the necessity of each cost.		
<u>15</u>	Other- Tax Credits		
	A. Letter of commitment from tax credit syndicator or investor (specifying equity amount		
	and pay in schedule)		
	B.A. Acknowledgment/Release (Addendum 9 of HUD Notice H 95 4)		₽
	C.A. Reservation, executed copy		⊭
	D.A. Source and Use Statement (Addendum 1 of HUD Notice H 95 4)		Ħ
	E.A. HUD 2880, Applicant/Recipient Disclosure/Update Report		Ħ
	F. Bridge Loan agreements		
	Subsidy layering review (if applicable)		

- $1 Please \ have \ check \ include \ reference \ to \ project \ name, \ location, \ mortgagee \ number, \ and \ purpose FHA \ application \ fee.$
- 2 Lender shall not make any alterations to the narrative format. If a particular section does not apply within the narrative, it should specifically be noted as NOT APPLICABLE.
- 3 Microsoft Word version of Draft Firm Commitment is to be provided electronically
- 4 Appraisal and Market Study reports must be submitted within 120 calendar days of the date of the <a href="site-inspection">site-inspection</a>. The <a href="Phase I Environmental reportsreport">Phase I Environmental reportsreport</a> must be <a href="datedsubmitted">datedsubmitted</a> within 180 <a href="calendar">calendar</a> days of the date of the <a href="sitedate of">sitedate of</a> inspection. <a href="Architectural and Cost Reports must be dated within 120 days of the final report date.">final report date</a>.
- 5 Nonprofit Mortgagor documentation only required when the nonprofit loan constraints are used.
- 6 Year-to-date statements: No more than 3 months can have expired since the closing date of the latest unaudited statement. No more than 6 months can have passed since the statements were audited by a CPA/IPA. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.
- 7 This section of the checklist needs to be completed separately for each principal. The Lender should add a new section and label it with the name of each principal.
- 8 If a principal is a business entity (i.e. corporation, partnership) with an operating history, a credit report will be required only on the business firm, not the owners of the firm.
- 9 For New Construction, Substantial Rehabilitation, and Blended Rate projects the firm commitment application must include the last three full years and year-to-date financial statements for the party who will be responsible for providing the financial requirements for closing and beyond. The Lender Narrative must also include a discussion on the available working capital of this party and their ability to support the project over the long term. In cases where a group of individuals come together on one project to meet the cash requirement a full year HUD-92417 on each will be satisfactory.

10 - Previous Participation for principals of the Operator and the Management Agent may also be required.

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 18 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

11 - Fill in the year for the financial statements being provided. Business entities must submit financial statements and supporting documents for the lesser of the last 3 years or the length of existence. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that statement.

<sup>12</sup>—Fill in the year for the financial statements being provided. Business entities must submit financial statements and supporting documents for the lesser of the last 3 years or the length of existence. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that statement.

13 - See Matrix below to determine which items in this Section need to be provided with the application:

Scenario #	Description of Participant Roles	Note	Checklist Items to complete		 Formatted Table
1	Mortgagor is Owner/Operator. One entity		Nothing from Section 9 and 47	, items 3	Deleted Cells
2	Mortgagor has a Management Agent		All of Section 97		
3	Mortgagor owns building and land, a Operator who holds the license. Th Management Agent.		Nothir	g from Section 9	
	Mortgagor owns building and land,		Nothing from -Section 97		 Deleted Cells
	and leases to Operator who holds the license. <u>There is no</u> Management Agent-provides services to Operator but doesn't control the license or contract for patient services and is not party to Provider Agreements.				Formatted Table
4a <u>4</u>	Mortgagor owns building and land, and leases to OperatorThere is also a Management Agent who controls the license, contracts for patient services and/or is party to Provider Agreements.	Both Operator and Management Agent experience is necessary.	All of Section 9 Exhibit 5: 7-6; 7-7; 7-8	s 7-4; 7-	

- 14 This consolidated certification is in addition to the form HUD-9839.
- 15 If the regulatory entity that issues the license(s) does not allow application for license(s) at the time of Firm Application submission, in lieu of exhibit 10-2 B., HUD will accept a letter from the entity applying for the license(s), which covers the following: an explanation of the application process (with documented verification from licensing entity), identification of the entity that is anticipated to hold the license(s), and the number of beds that will be covered by the license(s).
  16 Floodplain information is only required if the property is located in a 100- or 500-year floodplain. The 8-step process is not required for HUD's approval of a project site when only an incidental portion of the site is situated in an adjacent floodplain when: (i) The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100-year floodplain or the 500-year floodplain; (ii) appropriate provision is made for site drainage; and (iii) a covenant or comparable restriction is placed on the property's continued use to preserve the floodplain.
- 17 Professional liability insurance documentation requirements only apply to the insured party providing the coverage and exclude additional named insured parties.
- 18 Actuarial study required if the entity utilizes self-insurance. If the entity utilizes comercial (3<sup>rd</sup> party) PLI, submit an actuarial study only if one has been previously completed.
- 19 Plans provided with the Firm Application must be complete and reflect the facility is ready to be built. Hard copies of the plans are not required; however, a PDF, electronic version must be provided. Specifications provided with the Firm Application shall include Division I (when using the MasterFormat 1995) or Division 00.73 00 (when using the MasterFormat 2010), of the specifications (which includes the Davis Bacon Wage Decision, wage decision and form HUD-

Revision Date: 2/2/2009 Page
Previous versions obsolete Page 19 of 21
form HUD-9XXXXOHP (mm/dd/yyyy)

- 2554, Supplementary Conditions of the Contract for Construction. Hard copies of the specifications are not required; however,) must be provided in a PDF, electronic version must be provided, with the application. Note that the Lender's Architectural Reviewer is still required to review the complete specifications.
- 20 Provide documentation from the State licensing authority demonstrating that any required plan reviews have been completed. If the State is unwilling to prepare a letter, provide copies of review comments or a certification from the mortgagor's design architect that the appropriate reviews have been requested from the State.

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- <sup>24</sup> Form AIA A201 is the General Conditions and includes guidance within the document for a construction progress schedule. That guidance should be used to create the schedule.
- 22 Provide evidence of the General Contractor's ability to obtain sufficient bonding or letters of credit. Sufficient assurance is as follows:
  - a) For non-elevator or three storystories or less elevator buildings where the cost of construction or rehabilitation is more than \$500,000, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit on BSPRA transactions. As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 15% of the HUD estimate of construction or rehabilitation cost.
  - b) For elevator buildings of 4 stories or more, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit on BSPRA transactions... As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 25% of HUD's estimate of construction or rehabilitation cost. The mortgagee may provide more stringent requirements.
- 23 Provide documentation from the State licensing authority demonstrating that any required plan reviews have been completed. If the State is unwilling to prepare a letter, provide copies of review comments or a certification from the mortgagor's design architect that the appropriate reviews have been requested from the State.
- <sup>24</sup>—Refer to HUD Inspector and A&E Scopes of Work for guidance on building materials that can be stored offsite and for items required for approval of offsite storage of building materials.
- <sup>25</sup>—Intergovernmental Review is only required in States that participate in Single Point of Contact Process (SPOC). The website <a href="https://www.whitehouse.gov/omb/grants">www.whitehouse.gov/omb/grants</a> currently lists these states (click on the Intergovernmental Review SPOC list). The submittal to the SPOC must include a completed form SF 424. The SPOC has 30 days from receipt to reply. If they do not reply to you within that timeline, you can assume that the Intergovernmental Review is complete.
- not reply to you within that timeline, you can assume that the Intergovernmental Review is complete.

  26—If the regulatory entity that issues the license(s) does not allow application for license(s) at the time of Firm Application submission, in lieu of exhibit 10-2 B., HUD will accept a letter from the entity applying for the license(s), which covers the following: an explanation of the application process (with documented verification from licensing entity), identification of the entity that is anticipated to hold the license(s), and the number of beds that will be covered by the license(s).

  27 Form AIA A201 is the General Conditions and includes guidance within the document for a construction progress
- schedule. That guidance should be used to create the schedule.

  28 Provide evidence of the General Contractor's ability to obtain sufficient bonding or letters of credit. Sufficient assurance is as follows:
  - a) For non-elevator or three storystories or less elevator buildings where the cost of construction or rehabilitation is more than \$500,000, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit on BSPRA transactions.. As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 15% of the HUD estimate of construction or rehabilitation cost.
  - b) For elevator buildings of 4 stories or more, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit on BSPRA transactions... As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 25% of HUD's estimate of construction or rehabilitation cost. The mortgagee may provide more stringent requirements.
- <sup>29</sup>—Floodplain information is only required if the property is located in a 100—or 500 year floodplain. The 8-step process is not required for HUD's approval of a project site when only an incidental portion of the site is situated in an adjacent floodplain when: (i) The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100 year floodplain or the 500 year floodplain; (ii) appropriate provision is made for site drainage; and (iii) a covenant or comparable restriction is placed on the property's continued use to preserve the floodplain.

Revision Date: 2/2/2009

Page

<sup>&</sup>lt;sup>30</sup>— Identify all practicable alternative sites outside the floodplain that were considered within the local housing market area, the local public utility service area, or whichever geographic area is more appropriate. The actual sites must be identified and the reasons for the non-selection of those sites as practicable alternatives must be described

<sup>31 -</sup> Refer to HUD Inspector and A&E Scopes of Work for guidance on building materials that can be stored offsite and for items required for approval of offsite storage of building materials.

\*\*2\*—Please refer to outline titled "Additional Facility Information" found in Lender's Tools on the FHA.Gov Lean website for

information that MUST be included in this document.

<sup>33 -</sup> Professional liability insurance documentation requirements only apply to the insured party providing the coverage and exclude additional named insured parties.

<sup>34</sup> Actuarial study only required if the Insured participates in more than 50 healthcare facilities.